



Variance Request

Member Services

4845 Ronson Court, San Diego, CA 92111

Phone: (858) 715-8040 • (800) 525-2102

Fax: (858) 715-8090 • www.sdar.com

Office Use

☐ Approved ☐ Denied ☐ VAP Policy Date _____

Variance Code entered ☐ Yes ☐ No Staff _____

PLEASE RETURN TO MEMBER SERVICES BY FAX or E-MAIL TO MEMBERSHIP @SDAR.COM

Date: _____

Agent: _____ Agent MLS ID #: _____

Office: _____

Agent Phone: _____ Agent Fax: _____

Listing # _____ Address _____

Please indicate type of variance and describe reason for request:

Property Type: _____

Mandatory Photo: _____

Room Sizes: _____

Other: _____

PROCEDURES:

1. When an additional property type variance request is approved by SDAR, an agent would add an additional listing after approval. Line 1 of the remarks shall include the following statement: "Variance granted for (name of additional property type.)"
2. Upon approval for an additional property type, this form will be sent to you with staff's initials. You must notify staff of additional listing number by faxing this form back with the new listing number.
3. SDAR Member Services will then be able to enter the hidden "variance code" on the appropriate listing. WITHOUT THIS LAST STEP, YOU WILL NOT HAVE AN AUTHORIZED VARIANCE AND MAY BE SUBJECT TO A \$250 FINE PER MLS RULE 7.2.1, MULTIPLE PROPERTY ENTRIES.

DUPLICATE LISTING NUMBER FOR PROPERTY TYPE VARIANCE ONLY: (ENTER ONLY AFTER APPROVAL): _____
(Fax to SDAR Member Services after entering listing)

Completion Instructions: Any and all changes shall be made to the accurate listing AND the duplicate listing with the variance. When the property sells, you will mark the accurate listing "SOLD" and the duplicate listing with the variance "CANCELLED."

Agent Signature _____ Broker Signature _____

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VARIANCE REQUEST SUPPLEMENT

Agent: _____ Agent ID# _____ Phone# _____

Office: _____ Office ID# _____

MLS Listing #: _____ Property Address: _____ Zip: _____

Please answer all that apply:

1. What is the zoning for the subject property? _____
2. Number of units: _____
3. Estimated square footage of each unit: _____
4. How was the additional unit(s) permitted? _____
5. Has original structure been modified or converted? If so, were permits obtained?

6. What is current condition of the unit(s)? _____
7. Are units occupied? _____
8. Are units habitable? _____
9. What is the lot size of the parcel(s)? _____
10. What listing contract did seller sign (e.g. Commercial, Res Income and Vacant Land List Agreement, Residential Listing Agreement, Business Listing Agreement)

11. What is the current use of the parcel (e.g. ranch, grove, horse property, rental units, etc.)?

12. Additional Information: _____

I certify that the foregoing information is true and accurate to the best of my knowledge.

AGENT SIGNATURE: _____ BROKER SIGNATURE _____

Date: _____
